

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES FROM BOTH CALTRANS AND OTHER STATE AGENCIES ARE ENCOURAGED TO APPLY.**

### EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **STAFF SERVICES MANAGER III**

POSITION TITLE: **INNOVATIVE FINANCE AND ANALYSIS OFFICE CHIEF  
(PENDING DEPARTMENT OF PERSONNEL ADMINISTRATION  
APPROVAL)**

SALARY: **\$6779 - \$7474**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **OCTOBER 27, 2009**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Budgets Program Manager, a CEA III, serves as Chief, Office of Innovative Finance and Analysis. The Innovative Finance and Analysis Office Chief is responsible for all functions relating to the development, implementation, administration, and evaluation of transportation financing strategic initiatives. These initiatives include the State's new Strategic Growth Initiatives that relate to funding transportation infrastructure with long term bonds (Bond Act), further establishment of innovative financing initiatives such as Public-Private Partnerships and future strategic initiatives for leveraging funding of transportation improvements in California.

Supervises the continual review, monitoring and evaluation of capital allocations and the condition of funds in the various bond accounts administered by Caltrans. Participates extensively in the departmental management process by providing financial analysis, interpretations and recommendations on the status of bond program allocations, expenditures and accomplishments. The incumbent performs a wide variety of difficult and complex duties and responsibilities relating to financial analysis and management of the Bond Act portions of the budget. The incumbent is

responsible for developing and implementing appropriate financial policies and insuring that the budget is consistent with those financial policies.

Responsibilities include, but are not limited to:

- **Public Private Partnerships (PPP)** - Provides direction in the development, implementation, coordination and monitoring of PPP activities, including alternative financing, GARVEE activities, and other partnership ventures. Responsible for setting the overall policies and direction and establishing priorities for the various programs to result in maximizing the use of transportation resources through a wide variety of financing mechanisms. Develop policies and directions to ensure state interests are protected in all financial endeavors and that transportation benefit to the public is maximized.
- Establishes outreach effort involving the public private partnership ventures, alternative financing, and GARVEE activities to maximize participation by public and private sector interests. Oversees execution of an effective communication plan to inform departmental management and employees of activity and accomplishments within the Innovative Finance arena. Represents Caltrans and the Budgets Program on all Innovative Finance issues. Provides technical program expertise to other agencies and local governments to improve their programs by taking advantage of financing options available through the State.
- Directs administration of Caltrans' federal Transportation Infrastructure Finance and Innovation Act program, which offers credit assistance on flexible terms for major transportation projects of critical national importance. Oversees partnership ventures that administer Caltrans' private toll road program. Directs administration of the Transportation Finance Bank, which offers flexible, short- term loans to public and private entities for any stage of an eligible highway construction or transit capital project. Directs the State Highway Account Loan Program, which offers short-term construction loans to local entities for State Transportation Improvement Program eligible projects included within an adopted Regional Transportation Plan.
- **Bond Act Administration** - Develops and implements financial strategies and policies as they relate to implementing the Bond Act, including managing the additional bond accounts, developing financial and policy resolutions for project and program allocations involving the California Transportation Commission and coordinates project allocations with the statewide contract-advertising schedule, maintain an allocation system, and monitor expenditures. Assures that technical Governor's Budget process requirements are met for Bond Act funds.
- Oversees the establishment of this new transportation financing function to assure that necessary processes and systematic tools are established for achieving timely administration of new bond funds. Oversees the development and presentation of new innovative financing proposals, as well as implementing steps for those approved.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

#### **Either I**

One year of experience in the California State service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

## **Or II**

One year of experience in the California State service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

## **Or III**

Two years of experience in the California State service performing the duties of a Staff Services Manager I.

## **Or IV**

**Experience:** Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California State service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.); **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and Department's goals and policies; governmental functions and organization at the State and local level; Department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity (EEO) objectives.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's equal employment opportunity objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience in examining existing financial policy and seeking new and more efficient ways of conducting business.

- Demonstrated experience in supervising, directing and managing varied professional and technical staff.
- Demonstrated communication expertise, including developing and delivering presentations.
- Demonstrated experience in directing and managing quick turnaround policy products.
- Demonstrated knowledge of innovative financing options.
- Demonstrated experience in working with the State Treasury's Office and financing agencies.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP26** being interviewed for.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **OCTOBER 27, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (9MSP26)  
1727 30<sup>th</sup> Street, MS-86  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.